



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

JONATHAN E. FREEDMAN
Chief Deputy Director

313 North Figueroa Street, Room 808
Los Angeles, California 90012
TEL (213) 240-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#26 FEBRUARY 7, 2012

SACHI A. HAMAI
EXECUTIVE OFFICER



BOARD OF SUPERVISORS

Gloria Molina

First District

Mark Ridley-Thomas

Second District

Zev Yaroslavsky

Third District

Don Knabe

Fourth District

Michael D. Antonovich

Fifth District

February 07, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZATION TO ACCEPT AND EXECUTE A FORTHCOMING AWARD AND/OR
AMENDMENTS FROM FIRST FIVE LOS ANGELES AND EXECUTE AN AMENDMENT TO THE
ABT SRBI, INCORPORATED AGREEMENT TO EXTEND THE TERM THROUGH JUNE 30, 2013
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

Provide authorization to accept and execute a forthcoming award and/or amendments from First Five Los Angeles and to execute an amendment to County Agreement Number PH-001076 with Abt SRBI, Incorporated to extend the term through June 30, 2013 to complete data analysis for the 2011 Los Angeles County Health Survey.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of the Department of Public Health (DPH) or his designee, to accept and execute a forthcoming award and/or amendments from First Five Los Angeles (First 5 LA), that are consistent with the requirements of Grant Award Number 07509 that extend the term of the award for an additional twelve months through June 30, 2013, at an amount not to exceed \$250,000; reflect non-material and/or ministerial revisions to the award's terms and conditions; allow for the rollover of unspent funds and/or redirection of funds; and/or provide an increase or decrease in funding up to 25 percent above or below each term's annual base amount, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).
2. Approve and instruct the Director of DPH, or his designee, to amend Agreement Number PH-001076 with Abt SRBI, Incorporated (Inc.) to extend the term for an additional four months through June 30, 2012, at no cost, to permit contractor to continue to analyze data from the Los Angeles County Health Survey (LACHS), as approved by County Counsel (Attachment A).

3. Delegate authority to the Director of DPH, or his designee, to execute amendments to Agreement Number PH-001076 with Abt SRBI, Inc. that extend the term through June 30, 2013, at an amount not to exceed \$250,000; allow for the rollover of unspent funds; and/or provide an increase or decrease in funding up to 10 percent above or below each term's annual maximum obligation, subject to review and approval by County Counsel, and notification to your Board and the CEO.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendation 1 will allow DPH to accept and execute future awards and/or amendments from First 5 LA that are consistent with the requirements of the current award, that extend the term of the award; reflect non-material and/or ministerial revisions to the award's terms and conditions; allow for the rollover of unspent funds and/or redirection of funds; and/or provide an increase or decrease in funding up to 25 percent above or below each term's annual base amount to continue support of the 2011 LACHS.

Approval of Recommendations 2 and 3 will allow DPH to execute amendments to Agreement Number PH-001076 with Abt SRBI, Inc to extend the term through June 30, 2013; allow for the rollover of unspent funds; and/or provide an increase or decrease in funding up to 10 percent above or below each term's annual maximum obligation.

Approval of the recommended actions will allow an extension of the term of the award and the agreement with Abt SRBI through June 30, 2013 at either no cost or at cost not to exceed \$250,000.

The LACHS, conducted in 1997, 1999, 2002, 2005, 2007, and most recently 2010-11, is DPH's primary vehicle for gathering information about access to health care, health care utilization, health behaviors, health status, and perceptions about health-related issues. LACHS data describe the health of many of Los Angeles County's population subgroups, as well as the population overall, and is used to meet the demand for data specific enough to understand and formulate local responses to public health issues.

Data from the LACHS is used by DPH for program planning, evaluation, and quality improvement efforts. Additionally, it serves as a valuable information resource for other County Departments, public agencies and a broad range of organizations throughout Los Angeles County, including the Community Health Councils, First 5 LA, the Children's Council, a variety of health care providers, and many health advocacy groups.

Information obtained through the LACHS is broadly disseminated through published reports, including Los Angeles Health briefs, the Key Indicators of Health by Service Planning Area, and the Women's Health Indicators Report. Data is also shared via conference presentations, peer-reviewed manuscripts, the DPH website, and customized data requests.

The 2011 LACHS has two instruments and components: an adult survey of randomly selected, non-institutionalized, housed adults and a child survey of parents or legal guardians of children under age 18 who live in the household with and take primary responsibility for the health of the randomly selected child. The surveys are conducted in six languages: English, Spanish, Mandarin, Cantonese, Korean, and Vietnamese.

Release of data from the 2011 LACHS has been delayed due to a delay in the availability of 2010 Census data from the State of California. Census data is needed to provide a population denominator for proper weighting of the 2011 LACHS data set. Due to this delay, DPH is

recommending acceptance and execution of term extensions for the First 5 LA award and the agreement with Abt SRBI, Inc.

Implementation of Strategic Plan Goals

The recommended actions support Goal 4, Health and Mental Health, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The term extensions for the First 5 LA award and the agreement with Abt SRBI, Inc. will be at either no cost or at an amount not to exceed \$250,000. There is no net County cost associated with this action.

Funding is included in DPH's fiscal year (FY) 2011-12 Approved Budget and will be included in future FYs, as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On January 12, 2010, your Board authorized acceptance and execution of First 5 LA Grant Award Number 07509 for the term of January 12, 2010 through June 30, 2010, with provision for up to two one-year extensions through June 30, 2012, in an amount not to exceed \$600,500; to collect, analyze, and disseminate LACHS data.

On June 18, 2010, June 7, 2011, and December 12, 2011, DPH notified your Board of acceptance of amendments to Grant Award Number 07509 to extend the term through June 30, 2011, December 21, 2011, and June 30, 2012, respectively.

County Counsel has approved the amendment (Attachment A) as to form.

CONTRACTING PROCESS

In 2008-09, DPH conducted a competitive solicitation process to select a survey research organization to conduct the LACHS. Eight responses to the Request for Proposals were received and, subsequent to evaluation, Abt SRBI, Inc. was recommended for contract award.

On January 12, 2010, your Board authorized execution of an agreement with Abt SRBI, Inc. for the term of February 17, 2010 through August 31, 2011 with an optional no cost extension through February 28, 2012. On August 1, 2011, DPH exercised the option to extend the agreement through February 28, 2012.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

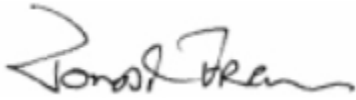
Approval of the recommended actions will allow DPH to complete LACHS data analysis and disseminate population-specific health data to inform efforts to formulate local responses to public health issues.

The Honorable Board of Supervisors

2/7/2012

Page 4

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Jonathan E. Fielding". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

JONATHAN E. FIELDING, M.D., M.P.H.

Director and Health Officer

JEF:im
#02063

Enclosures

c: c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Contract Number: PH-001076

HEALTH SURVEY SERVICES AGREEMENT

AMENDMENT NUMBER 2

THIS AMENDMENT is made and entered into this _____ day
of _____, 2012,

by and between

COUNTY OF LOS ANGELES (here-
after "County"),

and

Abt SRBI, Incorporated (hereafter
"Contractor").

WHEREAS, reference is made to that certain document entitled "HEALTH
SURVEY SERVICES AGREEMENT", dated February 17, 2010, and further identified
as County Contract Number PH-001076 between County and Contractor; and any
amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties to amend the Agreement to extend the
term, revise the maximum obligation, alter the Scope of Work of this Agreement and
make other changes as described in this Amendment; and

WHEREAS, said Agreement provides that changes may be made in the form of
a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereby agree as follows:

1. This Amendment shall be effective February 29, 2012.
2. On the effective date of this Amendment, first subparagraph of the
paragraph 1 TERM shall be revised to read as follows:

"1. TERM: The term of this Agreement shall commence effective February 17, 2010, and shall continue in full force and effect through June 30, 2012. County may, at its sole option, further extend the term of the Agreement for an additional twelve (12) months through June 30, 2013."

3. On the effective date of this Amendment, the Scope of Work: Exhibit B shall be added to Agreement as attached hereto and incorporated therein by reference.

4. Paragraph 2. Description of Services: subparagraph A shall be revised to read as follows:

A. Contractor shall provide services in the form as described in the body of this Agreement and Scope of Work Exhibit B, which is attached hereto and incorporated herein by reference.

5. Paragraph 3, MAXIMUM OBLIGATION OF COUNTY, shall be revised to read as follows:

" Effective upon the date of execution of this Amendment , the County's maximum contractual obligation for the period of February 17, 2010 through June 30, 2012, shall be One Million, Three Hundred Seventy-Five Thousand, and Nine Hundred Fifty-Nine Dollars (\$1,375,959) as set forth in "Schedule 2", attached hereto and incorporated herein by reference.

6. Paragraph 8. BILLING AND PAYMENT, subparagraph F shall be amended to read as follows:

"D. Contractor Budget and Expenditures Reduction Flexibility: In order for County to maintain flexibility with regards to budget and expenditure reductions, Contractor agrees that Director may cancel this Agreement, without cause, upon

the giving of ten (10) calendar days written notice to Contractor; or notwithstanding, Alteration of Terms paragraph, of this Agreement, Director may, consistent with federal, State, and/or County budget reductions, renegotiate the scope/description of work, maximum obligation, and budget of this Agreement via an Administrative Amendment, as mutually agreed to and executed by the parties therein.”

7. Paragraph 11. GENERAL PROVISIONS FOR ALL INSURANCE

COVERAGES: A. shall be amended to read as follows:

“A. Evidence of Coverage and Notice to County: A certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor’s General Liability policy, shall be delivered to the County at the address shown below and provided prior to commencing services under this Agreement.

Renewal Certificates shall be provided to County not less than ten (10) days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.

Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance

Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000) dollars, and list any County required endorsement forms.

Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles – Department of Public Health
Contract Monitoring Division
5555 Ferguson Drive, Suite 210
Commerce, California 90022
Attention: Chief

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County."

8. Paragraph 9 FUNDING/SERVICES ADJUSTMENTS AND REALLOCATIONS shall be revised to read as follows:

“A. Upon Director's specific written approval, County may increase or decrease the funding or reallocate funds to an Exhibit, Attachment, Schedule and/or Budget category in this Agreement where such funds can be more effectively used by Contractor, up to ten percent (10%) above or below each term's annual base maximum obligation and make corresponding service adjustments, as necessary, based on the following: (1) if additional monies are available from federal, State, or County funding sources; (2) if a reduction of monies occur from federal, State, or County funding sources; and/or (3) if County determines from reviewing Contractor's records of service delivery and billings to County that a significant underutilization of funds provided under this Agreement will occur over its term.

All funding adjustments and reallocation as allowed under this Paragraph may be effective upon amendment execution or at the beginning of the applicable contract term, to the extent allowed by the funding source, following the provision of written notice from Director, or his/her designee, to Contractor. Reallocation of funds in excess of the aforementioned amount shall be approved by County's Board of Supervisors. Any change to the County maximum obligation or reallocation of funds to an Exhibit, Attachment, Schedule and/or Budget category in this Agreement shall be effectuated by an amendment to this Agreement pursuant to the ALTERATION OF TERMS Paragraph of this Agreement.

B. County and Contractor shall review Contractor's expenditures and commitments to utilize any funds, which are specified in this Agreement for the

services hereunder and which are subject to time limitations as determined by Director, midway through each County fiscal year during the term of this Agreement, midway through the applicable time limitation period for such funds if such period is less than a County fiscal year, and/or at any other time or times during each County fiscal year as determined by Director. At least fifteen (15) calendar days prior to each such review, Contractor shall provide Director with a current update of all of Contractor's expenditures and commitments of such funds during such fiscal year or other applicable time period."

9. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

/

/

/

/

/

/

/

/

/

/

/

/

/

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

Abt SRBI, Incorporated
Contractor

By _____
Signature

Print Name

Title: _____
(AFFIX CITY SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
ANDREA SHERIDAN ORDIN
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____
Patricia Gibson, Chief
Contracts and Grants Division

#02063
1-13-12

2010/2011 LA COUNTY HEALTH SURVEY – STATEMENT OF WORK

MEASURABLE OBJECTIVES AND SERVICES	IMPLEMENTATION ACTIVITIES	PROPOSED TIMELINE	METHOD(S) OF EVALUATION AND DOCUMENTATION (PLEASE PROVIDE DETAILED DESCRIPTION OF THE METHOD(S) TO BE USED FOR EACH OBJECTIVE LISTED BELOW. EXAMPLE IS PROVIDED FOR OBJECTIVE 1.)
1. Planning for 2010 survey	Vendor meets with County staff (HAU) to discuss study design and process, sample size, methods to maintain/improve data quality	Upon Execution – July 2010	Submit plan for response/cooperation incentives; develop plan for achieving adequate sample size and targeting areas designated for oversample; determine approach for reaching cell phone users. Boyle, Battaglia and Wilkinson will be responsible for these tasks. Methods to also include consultation with DPH staff and community programs; in-depth analysis of previous surveys to discover inadequacies of previous sample to refine methods to overcome past shortcomings. Sample purchase order will include cell phone lists to achieve the number of required cell phone only households. The cell phone strategy will utilize a dual-overlapping frame design. In this method, we allow all qualifying households who were contacted from the cell phone sample to complete the interview. Those cell phone sample completes which are cell phone only households will count towards that sub-quota, with all other interviews completed from the cell phone sample (i.e. – households which contain a land line phone) counting towards the RDD Land line sub-quota. Based on meetings and preliminary research, a final design plan report will be submitted to DPH with the outline for the approach to the requirements of the RFP.
SPECIFIC TASKS AND MILESTONES: <ul style="list-style-type: none"> • Methods to identify a representative sample • Sampling methods to assure representation of racial/ethnic minorities • Methods for 500 completes per SPA • Oversampling of smaller geographic areas • Arrange for sample purchase • Refine methods to identify cell phone only users • Finalize respondent selection methods • Final design plan report submitted 		2/17 – 2/15/10 2/17 – 2/22/10 6/16 – 7/6/10 6/16 – 7/6/10 6/1/10 2/17 – 6/1/10 6/1/10 7/6/10	
2. Prepare survey instruments; Program questionnaire onto CATI system	Review and revise questionnaire drafts with HAU staff, with input from various DPH programs and community partners. Program questionnaire onto CATI-system, review flow and skip patterns.	2/17/10 – July 2010	Upon receiving the draft questionnaires, Boyle, Wilkinson and Weiss will work with the DPH and community partners to identify topics where 1) new questions are needed; 2) problems were encountered in the past; and 3) revisions are necessary. For areas needing new topics, Wilkinson will provide questions from other surveys on the topics for the DPH. Wilkinson and Munjack will assess the questionnaires and submit initial written recommendations by 3/12/10. A draft version of all the questionnaires will be available by the beginning of April. Questionnaires will be programmed upon approval by DPH in Quancept. All questionnaires will be programmed by the middle of May. Remote testing will be available to DPH staff in early June. Munjack and Gaalswyk will test all CATI programs internally to ensure that the program matches the questionnaire, test scenarios, and autopilots with data sets to check the programming. A log of all changes will be kept and the programs checked for updates.
SPECIFIC TASKS AND MILESTONES: <ul style="list-style-type: none"> • Conduct literature searches as necessary for new questions • Assess three questionnaires for flow, question and response coherence • Correspond with program and community partners to finalize questions • Ensure that questionnaires conform to required length parameters • Receive final approval for questionnaire before start of fieldwork • Pass final questionnaire to programming • Program adult, sub-sample and child questionnaires in Quancept CATI • Test CATI programs and debug • Correct CATI errors, document changes • Final CATI programs and questionnaires submitted to DPH 		2/17 – 2/21/10 2/23 – 5/11/10 2/23 – 5/11/10 5/12 – 6/10/10 5/11/10 5/12/10 5/12 – 6/1/10 5/25– 6/1/10 5/25– 6/1/10 6/19/10	

MEASURABLE OBJECTIVES AND SERVICES	IMPLEMENTATION ACTIVITIES	PROPOSED TIMELINE	METHOD(S) OF EVALUATION AND DOCUMENTATION (Please provide detailed description of the method(s) to be used for each objective listed below. Example is provided for objective 1.)
3. Develop samples	Determine sampling strategies in conjunction with the County. Develop random digit dial telephone samples and cell phone sample	Upon Execution of Agreement (UEA) – April 2010 6/1/10	Battaglia will oversee and perform all the sample related activities for the LACHS. First, all information about the target sample will be collected and all documentation on previous sample design for the LACHS will be collected. Additionally, a series of meetings will be conducted with set agendas with the DPH and other community partners to understand the necessary outcomes from the project on all applicable levels. Any shortcomings with previous data collection will be noted. Battaglia will use this information to develop a draft sampling strategy to be distributed to all key stakeholders. Based on feedback to this plan, the final sample plan will be developed and submitted to the DPH. Upon approval, Battaglia will design the size and distribution of the RDD sample and the cell phone sample. Sample will be ordered immediately to ensure timely delivery.
SPECIFIC TASKS AND MILESTONES: <ul style="list-style-type: none"> Meet with County staff and Community partners to discuss sampling requirements and problems with previous samples Prepare draft sampling strategy Incorporate feedback into draft strategy to produce final strategy Based on the final sample design, determine the RDD sample parameters such as size and distribution Based on final sample design, determine the cell phone sample parameters such as required sample size 		UEA UEA UEA 7/6/10 7/6/10	
4. Initial telephone pretest	Conduct small-scale pretest of English-language questionnaire. Report findings and present recommendations for revisions to English language questionnaire.	June 2010	Munjack and Gaalswyk will be in charge of conducting the pretest. Eight interviewers will be trained on the instruments and then conduct the pretest interviews. The adult questionnaire and child questionnaire will be tested on 30 eligible respondents each in English. DPH staff could also monitor remotely the pretest. Every interview would be monitored by staff with a specific list of items to note. Munjack would also debrief the interviewers to ask if they had any problems with specific questions being understood. The notes would be studied for problem questions or other interview issues. Munjack will prepare a report on the findings of the pretest and make specific recommendations for changes to the questionnaires. Upon DPH approval, any recommended changes will be made to the instruments.
SPECIFIC TASKS AND MILESTONES: <ul style="list-style-type: none"> Conduct pretest with 30 respondents for adult questionnaire Conduct pretest with 30 respondents for child questionnaire Prepare pretest findings identifying possible problem questions Revise questionnaires based on pretest results 		6/1 – 6/10/10 6/1 – 6/10/10 6/2 – 6/15/10 6/2 – 6/15/10	

MEASURABLE OBJECTIVES AND SERVICES	IMPLEMENTATION ACTIVITIES	PROPOSED TIMELINE	METHOD(S) OF EVALUATION AND DOCUMENTATION (Please provide detailed description of the method(s) to be used for each objective listed below. Example is provided for objective 1.)
5. Questionnaire translations	Translate the survey instruments into non-English languages (at minimum Spanish, Mandarin, Cantonese, Korean and Vietnamese).	June – July 2010	Munjack and Gaalswyk will be in charge of all translations. Translation companies such as Gazelle will be identified that have specific expertise in each of the target languages. The Spanish translation will be appropriate for Mexican Spanish speakers. Munjack and Gaalswyk will identify any questions from earlier rounds of the LACHS that remain the same and have previously been translated. These translations will be used to keep consistency across surveys. After receiving the translation into the foreign language, this questionnaire will be submitted to an internal reviewer, fluent in the appropriate language and experienced with bi-lingual telephone interviewing for a thorough review of the quality and accuracy of the original translation. Gaalswyk will coordinate the internal reviewer's findings with the original translator for feedback before making final changes. The translated questionnaires will be submitted to DPH and the Spanish questionnaire will be sent to Quancept programming. Once programmed, the CATI will be thoroughly checked. The Asian language versions will be administered using specially formatted paper qnaires. The bi-lingual interviewer will follow the English CATI script on-screen while reading the appropriate questions from the paper qnaire, but will enter the response directly into CATI. DPH will also provide feedback and recommended changes after conducting an internal review of their own. These changes will be coordinated by Gaalswyk with the initial translation firm in order to determine which items were necessary to change. DPH will be provided with this feedback and will ultimately determine which changes they wish to implement.
SPECIFIC TASKS AND MILESTONES: <ul style="list-style-type: none"> Identify at least two translation companies with expertise in the five survey languages Identify repeat questions with a translation from earlier rounds of LACHS Submit questionnaires to translation firm with expertise in target language Submit translated questionnaires to internal reviewer and receive comments and recommended changes Resolve translation differences with translation firm for final questionnaire Submit translated questionnaires to DPH DPH provides feedback and recommended changes after review Original translation firm is provided w/DPH comments and provides feedback DPH receives feedback and determines which changes to implement Submit final Spanish translation to CATI programmers Prepare interviewer-ready paper qnaires for the 4 Asian language versions Check and correct Spanish CATI program 		4/27 – 5/1/10 6/1 - 6/15/10 6/16/10 6/24 – 7/31/10 6/24 – 7/31/10 7/22 – 7/29/10 8/2 – 8/19/10 8/4 – 9/3/10 8/5 – 9/10/10 6/29/10 7/8 – 7/29/10 6/29 – 6/30-10	
6 Data collection	Train telephone interviewer staff. Interviewer briefing on questionnaire implementation. Conduct interviews and monitor interviews in conjunction with County. Provide interim status reports to County.	June 2010 – March 2011	Munjack, Weiss and Wilkinson will be in charge of preparing for and overseeing the data collection. Munjack will develop the sheets that give the interviewers the most succinct information as well as develop the training manual. Weiss and Wilkinson will document the confidentiality procedures and prepare forms for everyone working on the project to sign. Munjack and Gaalswyk will conduct the training over a two day period with the adult training being first and then the child survey. Retraining will be conducted as needed with a regular follow-up after one month of interviewing. Monitoring will begin immediately. DPH staff can remotely monitor both visually and auditorily remotely as desired. An agreed upon monitoring schedule can be developed. Munjack will provide the monthly status report which will include at a minimum, the number of completes partials, refusals, amount of good sample, and interim response and cooperation rates.
SPECIFIC TASKS AND MILESTONES: <ul style="list-style-type: none"> Develop FAQs and information sheet for interviewers Develop training manual Clarify and document confidentiality procedures Conduct training with participation of DPH Conduct retraining as needed Initiate data collection Conduct periodic monitoring of interviewers by supervisors, staff and DPH Provide monthly status reports of agreed upon progress variables Complete to 8,000 Adult Survey and Sub-sample interviews (~1,000 per sub-sample) 		6/15–6/16/10 6/15–6/16/10 6/15–6/16/10 6/15–6/16/10 7/15 – 2/15/10 6/15/10 Daily 7/15 – 3/15/11 3/31/11 3/31/11	

- Complete 6,000 Child Health Survey interviews

MEASURABLE OBJECTIVES AND SERVICES	IMPLEMENTATION ACTIVITIES	PROPOSED TIMELINE	METHOD(S) OF EVALUATION AND DOCUMENTATION (Please provide detailed description of the method(s) to be used for each objective listed below. Example is provided for objective 1.)
7. Data cleaning and processing	Merge data files onto computer. Post –interview coding of cross-street information. Data cleaning and file checking.	July 2010 – April 2011	Forde will be charged with all data processing duties. He will initially prepare data editing guidelines for each of the surveys upon completion of the questionnaires. This will include developing data consistency and validation checks. As soon as 100 interviews are completed, Munjack will analyze these data and determine if any inconsistencies exist which will either be addressed through programming or post- collection editing. Data collection will end March 31, 2011 and then the data files will be merged. All data will be edited as it is collected with an additional editing post data collection. Munjack, Weiss and Michalowski will be in charge of the cross-street coding.
SPECIFIC TASKS AND MILESTONES: <ul style="list-style-type: none"> • Develop editing guidelines • Develop data consistency and validation checks • Merge data files into one system • Conduct data entry and error correction • Edit the data for any errors • Add coding of cross-street information as defined by protocol 		7/15 – 3/31/11 7/15 – 3/31/11 9/15/10 7/15 – 3/31/11 7/15 – 3/31/11 4/1 – 4/15/11	
8. Sample weights and populations estimates	Weight data for households and individual respondents. Project survey findings to countywide household and population totals.	April – May 2012	Battaglia will be in charge of calculating all the sample weights and providing complete documentation about how the weights were obtained. DPH will be consulted with regard to the data used for weighting. The weights to be developed will include those for the household level, the individual level, the child sample and incorporate all cell phone participant characteristics to ensure accurate representation of the county population. The weights will allow the tabulations to be at the county population level as well as weights appropriate for use in conducting statistical testing. The process for developing all the weights and combining them will be thoroughly documented to allow all data users to understand all steps involved in their calculation and how to correctly use them.
SPECIFIC TASKS AND MILESTONES: <ul style="list-style-type: none"> • Develop the weights for the households, individuals, cell phones for the adult, subsample, and child – both population weights and sample weights using updated 2010 Census control totals once the new figures are made publicly available (expected to be by the end of April 2012). • Ensure that weights are applicable for county and population totals • Document the process and calculations used to determine weights 		April – May 2012 5/1-5/31/ 2012 6/1 –6/15/12	
9. Prepare data files and reports	Prepare data sets and deliver to County with documentation. Provide written methodology documenting survey procedures, analysis of sample performance, weighting procedures, and other study details.	February 2011 – June 2012	Forde will be in charge of preparing all data files. He will work with the DPH and view the previous files to prepare a data layout document which will specify the position of every variable. We will attempt to keep similar naming for questions that were previously included in the LACHS to ensure ease of use of multiple years of data collection. Based on the data layout, Forde will construct the clean data files and deliver them in the format preferred by the DPH (ASCII, SAS or both). Wilkinson and Munjack will be in charge of preparing the survey documentation which will include a methods report (which will incorporate the sampling and the weighting documentation) which will include a detailed description of all the procedures used for the survey (questionnaire development, pretest, training, the training manual, editing procedures, and a final disposition report for every case), a findings report and a PowerPoint presentation that can be used for presentations of the major findings.
SPECIFIC TASKS AND MILESTONES: <ul style="list-style-type: none"> • Develop data layout • Deliver unweighted data sets in ASCII or SAS to DPH • Deliver documentation including: <ul style="list-style-type: none"> ○ Methodology report including survey procedures, sample performance, weighting calculations ○ Survey findings report including cross-tabulations of variables by main demographic variables ○ PowerPoint presentation of main survey findings • Deliver data sets with weights in ASCII or SAS to DPH 		2/17 - 3/31/11 4/22/11 6/15/12 6/15/2012	
10. Post-survey consultation	Respond to County questions and inquiries as	6/16-6/30/2012	Boyle and Wilkinson will be available for additional consultation

EXHIBIT B

	needed.		as needed if questions arise or unforeseen data needs arise.
SPECIFIC TASKS AND MILESTONES: <ul style="list-style-type: none">• Availability of core team for consultation concerning procedures and findings of LACHS• Staff attendance at one presentation of the data findings if needed		6/16-6/30/2012	

SCHEDULE 2

County of Los Angeles - Department of Public Health
Office of Health Assessment and Epidemiology
ABT SRBI, Incorporated
Health Survey Services Agreement
Contract No. PH-001076
Contract Term: Feb. 17,2010 thru June 30, 2012

BUDGET AMOUNT: \$1,375,959

Description		Hourly Rate	Hours	Total Cost
REGULAR STAFF				
Principal		\$105.25	170	\$17,893
Senior Vice President		91.59	318	29,125
Vice President		67.24	152	10,199
Senior Analyst/Project Manager Level 3		53.48	973	52,050
Senior Analyst/Project Manager Level 2		46.51	353	16,419
Senior Analyst/Project Manager Level 1		36.81	50	1,841
Analyst/Project Manager Level 3		29.63	101	2,993
Analyst/Project Manager Level 2		22.40	0	0
Analyst/Project Manager Level 1		16.89	25	422
Productions & Operations		66.50	5	333
Productions Executive		77.88	60	4,673
Sampling Manager		38.07	101	3,845
Assistant Sampling		29.78	121	3,604
Quancept CATI Programming		33.92	60	2,035
Fusion CATI Programming		46.25	0	0
Director IVR & On Line Prog.		58.17	0	0
Assistant IVR & On Line Prog.		25.09	0	0
In-Person Field Mgr		39.38	0	0
In-Person Asst Field Mgr		25.42	0	0
Telephone Center Management		30.04	360	10,814
Phone Ctr Shift Coard - % of hvr hrs	10%	18.82	2,017	37,960
Telephone Interviewing Level 4	10%	12.82	2,241	28,730
Clerical - Level 4		12.82	0	0
Clerical - Level 4 proc Incentives per	60	12.82	0	0
Manager Data Prep		37.71	0	0
Assistant Manager Data Prep		29.71	0	0
Assistant Data Prep		19.31	0	0
Coding Manager		31.10	141	4,385
Assistant Coder			0	0
Data Processing Manager		51.44	91	4,681
Assistant Data Processing		41.07	81	3,327
Director Web Reporting		62.02	0	0
Assistant Web Reporting		39.65	0	0
Director Proj Admin Svcs		41.15	0	0
Ass't Proj Admin Svcs		29.00	0	0
TOTAL REGULAR STAFF			7,420	235,329
Benefits - at rate of total regular staff	32.5%			76,482
OTHER STAFF				
Level 1-3 Telephone Interviewers				
Spanish Interviewing % Total	30.0%	10.25	857	8,787
Other Lang Interviewing % Total	10.0%	21.00	1,786	37,507
English Interviewing % Total	50.0%	8.89	13,475	119,794
Training - of Int hrs:	10.0%	8.89	2,518	22,387
Clerical - Levels 1-3		12.17	95	1,160
Phone Ctr Prod Asst - % of hvr hrs	15.0%	12.47	3,574	44,574
In-person Interviewing		16.32	0	0
			0	0
TOTAL OTHER STAFF			22,307	234,209
Benefits at rate of total other staff	7.6%			17,800
Overhead at rate of total staff & benefits	60%			338,295

SCHEDULE 2

County of Los Angeles - Department of Public Health
Office of Health Assessment and Epidemiology
ABT SRBI, Incorporated
Health Survey Services Agreement
Contract No. PH-001076
Contract Term: Feb. 17, 2010 thru June 30, 2012

BUDGET AMOUNT: \$1,375,959

Description	Hourly Rate	Hours	Total Cost
OTHER DIRECT COST			
Subcontracted In-person Interviewing			
Subcontractor - Telephone Interviewing	19.00	4,946	93,974
Subcontracted CATI			8,409
Subcontracted coding			
Subtractors - Translators Consultants (Translators)	1,250.00	15	19,088
Sample and Panel			3,817
Telematch	0.06		
Lexus-Nexis (minimum)	1,000.00		
Telephone line charges	1.65	16,979	28,015
Advance letter printing	0.50	0	0
Envelops outgoing	0.10	0	0
Envelops return	0.10	0	0
Postage outgoing	0.44	0	0
Postage return	0.52	0	0
Choice Point (basic)	0.30	0	0
Choice Point (advanced)	17.00	0	0
Focus group facility rental & recruitment	750.00	0	0
Food	100.00	0	0
Transcripts	350.00	0	0
Travel		0	382
Shipping	10.00	25	249
Incentive processing	1.25	620	775
TOTAL OTHER DIRECT COSTS			154,709
TOTAL DIRECT COSTS, BENEFITS & OVERHEAD			1,056,830
G & A - at rate of 11.2%			118,365
TOTAL COST EXCLUDING RESPONDENT INCENTIVES			1,175,195
FEE 10%			117,519
INCENTIVES			1,292,714
Respondent Incentives	10.00		20,300
Abt Associates sampling/weighting			62,945
TOTAL COSTS			\$1,375,959